

**WISCONSIN AIR NATIONAL GUARD  
ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 23-082 ANG**

**OPENING DATE:** 4 April 2023    **APPLICATIONS WILL BE ACCEPTED UNTIL:** 11:59PM ON 3 May 2023

**POSITION TITLE:** Vehicle Maintenance Mechanic    **AFSC REQUIREMENTS:** 2T351  
**(Trainees Accepted)**

**SKILL LEVEL REQUIRED:** 3

**MINIMUM GRADE:** E2    **MAXIMUM GRADE:** E5

**UNIT/LOCATION:** 128 Air Control Squadron, Camp Douglas/Volk Field, WI

**AREA OF CONSIDERATION:** Open to anyone eligible to join the WI ANG AGR program

**APPOINTMENT FACTORS**

1. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years per ANGI 36-101.
2. Non AGR Person receiving a federal military retirement or retainer pay are not eligible.
3. Must meet the physical requirements of DAFI 36-2905, prior to being placed on AGR tour.
4. Members who are not suitable for Career AGR may be considered for an Occasional Tour.
5. Military grade will not exceed the maximum authorized grade on the unit manning document.
6. Must meet all AGR requirements of ANGI 36-101 and AFSC requirements of AFECDD/AFOCD.
7. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal Service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI36-101 and obtain TAG waiver approval prior to starting AGR tour.
8. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
9. Hiring of an E-8/9 or O4+ is contingent on controlled grade availability.
10. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
11. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECDD.
  - A. Must be able to lift more than 60 LBS
  - B. ASVAB requirements: M  $\geq$  47
  - C. PULHES: 333233

**BRIEF DESCRIPTION OF DUTIES:**

Plans and schedules vehicle and equipment maintenance activities. Plans and controls work methods, production schedules, operating procedures, and performance standards. Monitors established maintenance priorities, tire, and battery shop operations, and determines mission requirements. Ensures vehicles, equipment, tools, parts, and manpower are available to support mission requirements. Ensures maintenance and supply documentation is complete and accurate. Provides input to and reviews the Aerospace Expeditionary Force (AEF) Reporting Tool. Determines the overall mechanical condition of vehicles and equipment, diagnoses component malfunction and initiates repair actions. Systematically analyzes malfunctions by visual and auditory examination or through the use of test equipment. Troubleshoot, repairs, adjusts, overhauls, or replaces major assemblies or subassemblies such as power and drive trains, electrical, air conditioning, active and passive restraint systems, fuel, emission, steering assemblies, tracks, brake, hydraulic system components and vehicular equipment attachments. Removes, disassembles, and repairs gasoline or diesel engines and components. Diagnoses, isolates malfunctions and repairs vehicle electrical, emissions, gasoline, diesel, and alternative fuel systems. Removes and installs electrical components to facilitate repairs. Repairs components by replacing worn or damaged parts with new or reconditioned parts, grinding, fitting, balancing, or arranging for welding or machining. Reassembles, adjusts and tests repaired units for proper operation. Repairs,

adjusts, and replaces locks, latches, remote controls, window regulators and other associated body components. Designs and manufactures mounted equipment such as seats, pintle hook mounts and towing connections. Cuts, grinds, bevels and smooths the edges of laminated automotive glass/194Plexiglas and installs. Replaces curved glass with factory replacements. Cleans, tests, and repairs vehicle radiators and associated parts. Tests for leaks and blockage using tanks and flow testers. Selects the proper equipment for set up and prepares metal for welding. Welds, cuts, and repairs vehicle parts and accessories using oxyacetylene, gas-shielded and arc welding. Inspects and evaluates vehicles, equipment, and body maintenance functions. Diagnoses malfunctions of major assemblies and subassemblies to determine the extent of repair or replacement or recommend disposition of vehicles and equipment. Diagnoses, isolates malfunctions, and repairs vehicle electrical, emissions, gasoline, diesel, and alternative fuel systems. Inspects repaired or rebuilt parts and equipment to ensure work conforms to standards. Inspects equipment for required modification and installation of safety devices. Ensures shop equipment is inspected and serviced at required intervals and that unserviceable tools and equipment are removed from service and their condition tagged. Identifies and initiates materiel deficiency reports at work center level. Calibrates and adjusts pumps, meters, safety unit proportioning devices, and limiting devices to ensure proper operation. Synchronizes remote or manual electrical and hydraulic controls. Adjusts power boosters, clutches, drive chains, and tension devices. Aligns bearing loads, gear tooth contact, and backlash to manufacturer specifications. Adjusts valve mechanisms, governors, oil systems, control linkages, clutches, traction units and other systems unique to this type of equipment. Times injection pumps and accessory shaft gear trains. Accomplishes tire and battery shop operations in a safe and efficient manner. Performs vehicle, equipment, and vehicle body maintenance functions. Solves complex maintenance problems by interpreting layout drawings, specifications, schematics, diagrams, and operating characteristics of vehicles and components. Uses technical orders, commercial manuals, or automated systems to determine maintenance procedures and research parts. Troubleshoots, adjusts, repairs, and tests vehicles: alternate fuel, diesel, and gasoline engines; fuel, exhaust and electrical systems; clutches; torque converters; transmissions; transfer cases; power takeoffs; drive lines; axles; frames; steering, suspension, dispensing, brake, air, and hydraulic systems; tracks; winches; emission control, heating and air-conditioning systems, active/passive restraint systems and other mounted or special equipment. Performs preventive maintenance and special inspections. Uses technical publications or automated systems in maintaining vehicles to prescribed manufacturers' maintenance schedules and for researching parts. Ensures special inspections and maintenance on vehicles are performed correctly such as: corrosion control, winterization, storage, and shipment. Properly annotates all maintenance performed on prescribed forms for data collection purposes. Practices and ensures compliance with all established safety policies and standards. Implements hazardous waste management policies and procedures ensuring collection, control, disposition, and proper procedures for handling of hazardous and toxic waste material accumulations.

### **SPECIALTY QUALIFICATIONS:**

**Knowledge.** Knowledge is mandatory of: heavy equipment vehicle theory, vehicle and equipment theory, principles and repair relating to internal combustion engines, electrical, mechanical, and hydraulic systems applying to the repair of vehicles and vehicular equipment; methods of hoisting and handling heavy mechanisms; using lubricants, tools, and publications; supply procedures and computers; metal composition and metal working methods; using oxyacetylene, gas shielded, and electric welding equipment.

**Education.** For entry into this specialty, completion of high school or general education development equivalency is mandatory.

**Training.** Person selected must be willing to receive Firefighter Type II certification within in one year after hire. Person willing to operate small and large equipment.

**Other.** The following is mandatory for entry into this specialty: Normal color vision according to AFI 48-123, Medical Examinations and Standards. The following are mandatory for award and retention in this specialty: Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Ground transportation. Must possess a valid state driver's license to operate GMVs for "Maintenance Purposes Only" in accordance with AFI 24-301. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security. Retraining into the 2T3XX career field within the Air Force Reserves and Air National Guard is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.

### **APPLICATION REQUIREMENTS:**

Interested applicants must submit the following documentation to be considered for interview. Any missing items are encouraged to be documented with an explanation in the cover letter included in the application.

#### **APPLICATIONS WILL INCLUDE (All documents must be personally identifiable and must include date if required)**

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address).

- ❑ **NGB Form 34-1** (Application for AGR Position) dated 20131111 (**must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- ❑ **Record Review RIP** (**NOT point credit summary or Career Data Brief**) complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from vMPF.
- ❑ **Current Fitness Report**. Current (within 12 months) Fitness report from myFitness in pdf format
- ❑ **AF Form 422** Current (within 12 months), Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score. If any PULHES are a “3”, a statement indicating that individual is Worldwide Deployable needs to be submitted.
- ❑ **SF 181-** (Race and Ethnicity Identification). Form is required for packet. However, completion is voluntary. Please see further instructions on the form.
- ❑ All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

#### **NOTE:**

1. Failure to provide all the required documents will result in being disqualified.
2. Applicants must sign NGB Form 34-1; failure to sign the form will result in being disqualified. Please ensure 34-1 reflects Tour Announcement number and current telephone number.
3. If selected for the job, member must have a current passing fitness and an AGR qualified AF Form 422 Signed by the State Air Surgeon prior to being placed on AGR tour.

### **APPLICATION PROCEDURES**

Interested applicants who meet the eligibility criteria may apply by emailing all required documents, as one (1) pdf to TSgt Lachance [michelle.lachance@us.af.mil](mailto:michelle.lachance@us.af.mil) and SSgt Donais [jennifer.donais@us.af.mil](mailto:jennifer.donais@us.af.mil). Portfolio formats are accepted. The file and email subject line should read as: LastName, FirstName # JobTitle (i.e. Doe, John\_22-001\_Personnel)  
An email will be sent to confirm receipt of application. Feel free to call Comm (608) 242-3761 or (608) 242-3135 to verify receipt of your application. Applications will not be reviewed before the closing date.

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